

**The Department of Social Services
Job Opportunities**

Quality Control Reviewer

Posting Date: November 29, 2006

Closing Date: December 12, 2006

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

The Department of Social Services Adult Services Unit, Central Office, is currently recruiting to fill three (3) Quality Control Reviewer positions. The selected candidates will be assigned to one of the three primary / main regional offices (Bridgeport, Hartford, or New Haven). Position numbers 81978, 86022, and 86023.

Open To: State Employees

Position: Quality Control Reviewer

Bargaining Unit: Social and Human Services (P-2)

Salary Range: \$51,205 - \$65,300 Annually (SH-22)

Location: Bridgeport or Hartford or New Haven, CT

PURPOSE OF CLASS:

In a state social service agency, this class is accountable for performing the full range of technical tasks related to the quality control of benefits and/or assistance programs.

SUPERVISION RECEIVED:

Works under the general supervision of a Quality Control Supervisor or other employee of higher grade.

EXAMPLES OF DUTIES:

Reviews cases through case record analysis and full field investigation for conformance with pertinent state laws, regulations, policies and federal regulations; pursues each case to a definitive conclusion on eligibility and correctness of payment or documentation; identifies or assists in identifying broad causes for ineligibility and incorrect payments or documentation and suggests various corrective actions; works with department or division to help implement corrective actions; undertakes high priority special reviews and projects; completes and ensures accuracy of required federal and state reports; reviews methods of determining eligibility; maintains policy manuals and provides updates in response to changes in state and federal laws or regulations; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of relevant state & federal laws, statutes & regulations; considerable knowledge of relevant agency policies and procedures; knowledge of principles and techniques of time and case management; interpersonal skills; oral and written communication skills; considerable interviewing ability; organizational ability; ability to prepare reports; analytical ability.

Social Services: Considerable knowledge of public assistance principles, methods and process.

EXPERIENCE AND TRAINING:

General Experience:

One (1) year of the General Experience must have been in the class of Social Services Lead Investigator or Eligibility Services Specialist.

Seven (7) years of technical experience in the determination of client eligibility for public assistance or investigation of real or personal client assets in conjunction with eligibility determinations.

Substitutions Allowed:

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one half (1/2) year of experience to a maximum of four (4) years for a Bachelor's Degree. A Master's Degree in a closely related area may be substituted for one (1) additional year of the General Experience.

Special Requirement:

Incumbents in this class may be required to travel.

Note: Applications will be accepted from candidates who have taken the Quality Control Reviewer exam and received a passing score. Additionally, state employees currently holding the above title or those who previously have attained permanent status in this class may apply for lateral transfer. This position may be filled by candidates from mandatory Re-employment and SEBAC Lists to whom we are obligated to give priority consideration.

APPLICATION PROCEDURE: Candidates should complete an “**original**” State of Connecticut Application for Examination or Employment (PLD-1). The PLD-1 Application Form may be downloaded from the State of Connecticut’s Department of Administrative Services Human Resources Services website at: [www.das.state.ct.us/exam/default.asp#APPLICATION FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS). Please forward your completed original State of Connecticut Application (PLD -1) to:

**Flora Alling, Human Resources Specialist
Department of Social Services
25 Sigourney Street – 12th Floor
Hartford, CT 06106**

APPLICATIONS MUST BE RECEIVED ON OR BEFORE DECEMBER 12, 2006 CLOSE OF BUSINESS

An Equal Opportunity / Affirmative Action Employer